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STATE PROCUREMENT OFFICE  
EMERGENCY PROCUREMENT

ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Agriculture  
Name of Requesting Department

Pursuant to HRS § 103D-307 and HAR chapter 3-122, Subchapter 10, the Department requests approval for the following:

1. Date or period of Emergency: June 13 -17, 2016	2. After-the-Fact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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3. Describe in detail the emergency situation that created a threat to life, public health, welfare or safety. (Refer to attached sheet)
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4. Vendor/Contractor/Service Provider Name: A&B Electric Company, Inc. H&B Electric Co., Inc. slk 7/17/2016	5. Amount of Request: \$ \$7,030.64 \$7,501.67 slk 7/17/2016
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6. Describe in detail the emergency goods, services, or construction and explain why it is necessary. (Refer to attached sheet)
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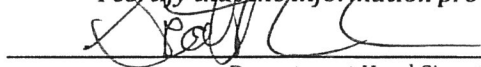
7. State the reason(s) the vendor/contractor/service provider was selected. Explain what competition, as is practicable, was conducted. The contractor was already on-site and was initially selected to connect the generator. However, the generator could not be connected. This contractor the described and prescribed a logical and thorough resolution plan that was timely. Other electricians were contacted by staff. However, contractors that responded required additional time to do site visits and complete trouble shooting (for fees) that would increase time and costs to address the problem. It was neither practicable or advantageous to the state to solícite other bids.
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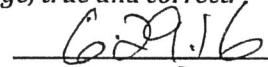
8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information.)

<u>Name</u>	<u>Division/Agency</u>	<u>Phone Number</u>	<u>E-mail Address</u>
Mary Tashiro	Animal Industry	483-7158	mary.f.tashiro@hawaii.gov
Dr. Isaac Maeda	Animal Industry	483-7144	isaac.m.maeda@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.  
I certify that the information provided is to the best of my knowledge, true and correct.*

  
\_\_\_\_\_  
Department Head Signature

  
\_\_\_\_\_  
Date

**For Chief Procurement Officer Use Only**

Chief Procurement Officer (CPO) Comments:

Approval is granted based on the department's determination that the power outage at the department's Animal Quarantine Station required immediate action as it created a threat to the public's health and safety.

Pursuant to HRS §103D-310(c) and HAR §3-122-112, the procuring officer shall verify compliance (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of compliance and the award posting are required to be documented in the procurement/contract file.


If there are any questions, please contact Stacey Kauleinamoku at 586-0571, or stacey.l.kauleinamoku@hawaii.gov.



Approved

☐ Disapproved

☐ No Action Required

  
\_\_\_\_\_  
Chief Procurement Officer Signature

7/19/16  
\_\_\_\_\_  
Date

**Question 3.** Describe in detail the emergency situation that created a threat to life, public health, welfare or safety.

Continued.

A complete power outage occurred at the Hawaii Department of Agriculture, Animal Quarantine Station when the main switch tripped and would not stay on when reset. An electrician was contacted to identify and fix the problem. The electrician's investigation took until June 14 and determined that the knockoff switch at the main service panel meter to the property was faulty. They recommended replacement of the panel and switch with use of a generator near the service panel in the interim because the entire AQS property was without power. **Specific areas affected included:**

1. Sewage pre-treatment plant;
2. Animal Industry necropsy facility including carcass refrigerators and incinerator;
3. Facility cottages used by AQS and USDA;
4. AQS kennels and grounds;
5. AQS office building;
6. Animal Industry livestock corrals, inspection area and chutes; and
7. US Army Garrison Hawaii MWR Pet Kennel.

**The threat to life, public health, welfare or safety for these areas include, but are not limited to:**

1. Entire Property
  - Unknown electrical fault and associated location. Significant electrocution and or fire hazard since unknown fault caused main service switch to trip. Damp environment from rain and high visitor, other agency user and employee movement on property increases risk.
2. Sewage pre-treatment plant
  - Loss of pump power reduces flow rates and suspension of particulates which increases risk of back-up.
  - Back-up of sewage in system with risk of raw sewage overflow onto property (this has happened previously).
  - Overflow draining into a stream adjacent to the property creating additional environmental hazards.
  - Sewage backup into fixtures used by employees and customers upstream of the plant.

3. Animal Industry necropsy facility
  - Spoilage of carcasses awaiting necropsy or disposal containing potential infectious and zoonotic agents.
  - Loss of use of incinerator to dispose of carcasses and infectious waste.
  - Adverse effects on staff and other users (marine mammal wildlife group) of the facility due to inadequate lighting, ventilation, and fumes from degrading carcasses and samples.
4. Facility cottages used by AQS and USDA
  - No power to on-site caretaker cottage (Caretaker remains on-site for facility security)
  - No power to cottage used by USDA working dogs
  - No power to cottage used by USDA fruit fly lab section
5. AQS kennels and grounds
  - No lights on entire grounds at night reduces security at night and hampers movement by Caretaker checking areas and other staff.
  - No lights in cattery kennels reducing visibility, refrigeration of opened canned animal foods, water heaters for cats.
  - No hot water at grooming stations to bath dogs.
6. AQS office building;
  - Entire AQS computer information system and database not accessible resulting in manual processing/writing/logging for qualifying animals for entry and generating documents, manual collection of fees and receipts from customers, inability to check status of animals awaiting qualification, manual calculation of dates relative to vaccination, rabies serology and scheduled release dates. Forgoing increases risk of disease entry to state from potential error.
  - Inadequate lighting, ventilation and cooling resulting in negative work environment resulted in union contacting the department to rectify the situation.
  - No lighting in restroom facilities used by employees and public increasing risk of slipping/injury.
  - No refrigeration of animal food stores and veterinary pharmaceuticals.
7. Animal Industry livestock corrals, inspection area and chutes; and
  - Unable to use power equipment such as washers etc.
  - Reduced lighting reducing visibility.

8. US Army Garrison Hawaii MWR Pet Kennel.

- Similar threats to #5 from lack of power to kennels and area used by MWR.
- Unable to use powered equipment in cleaning etc.
- No lighting, ventilation and cooling of trailer used by staff.

Staff proceeded by ordering a generator (per the specifications given from the electricians) and obtaining additional quotes from electricians to replace the main panel switch.

A generator was subsequently delivered on June 16, 2016 however the company that rents the generators does not connect the units. Since another electrician was on-site, they were contracted to connect the generator. However, they were unable to connect the generator at the pre-determined location because there was a fault in the line between that location and the office building that was not identified previously. They subsequently had to determine what point they could connect the generator to.

Due to the adverse effects already experienced and threats detailed previously the contractor had to trouble shoot the circuits to identify where the fault was located. To mitigate threats and effects for #6 on the office building, the generator was connected to the office building alone until all other circuits could be tested and the fault located. Due to combined underground and above ground wiring and inadequate construction plans the electrician had difficulty locating some shut offs and also had to tone the ground to locate where the power lines were for the sewage plant and other branches. In addition to the AQS office building line, four branches off the main were located and tested: sewage plant; necropsy facility; corrals; and cottages. Faults in the lines to the sewage plant and cottages were identified. The electricians were able to shut off these two branches and reconnect the office building, corrals, MWR and necropsy building to HECO power. The main service panel switch did not trip and appears operational.

**Question 6.** Explain in detail the emergency good, services or construction and why it is necessary.

Refer to Question 3 for additional details regarding emergency necessity, sequence of events and actions taken.

The emergency services needed was to restore electrical power to the animal quarantine station property. Services required connecting a power generator, and trouble-shooting to locate fault, restore power to as much of the facility after faults were identified and specifying required solutions to problems found for complete power restoration.

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The connection of the generator was necessary as described previously but, it could not be connected to the initial planned site. (Refer to attached map of AQS property identifying locations of structures.) Extensive trouble shooting was required to identify a safe location to connect the generator and identify the cause of the problem. Testing required accessing lines through hand holes, locating underground power cables with a locator when not included on blueprints, and determining system layout.

Interim generator use was not ideal due to the cost of rental, servicing and diesel consumption of approximately 15 to 20 gallons/hr. quoted by the rental company. The generator was shut down after the office closed due to minimize the cost for use per hour rental charge and fuel fees. The electricians were able to safely reconnect most of the system to HECO once thorough testing was completed.